SGA Fund Accounting
Version 12.2 Release Guide Addendum: Multi-Account Budget Entry

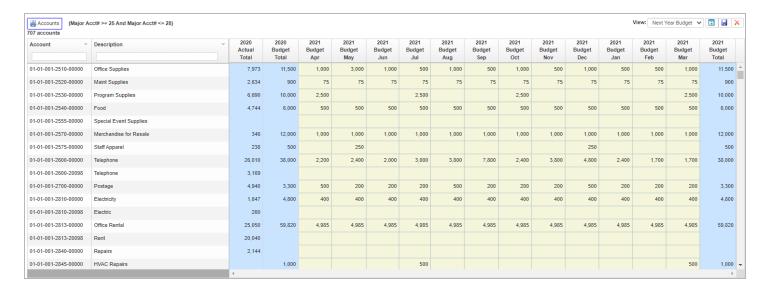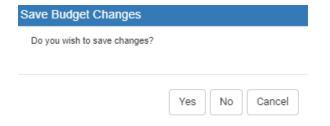**New Feature:**

Multi-Account Budget Entry

Through the Actuals/Budget entry screen budgets may be viewed and modified for any specified account. Beginning with v12.2, in addition to the Actuals/Budget screen, users now have access to the Actuals/Budget Multi-Account Entry screen.
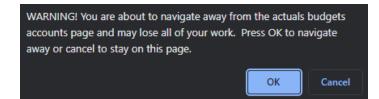
This display provides the ability to view and modify budgets for multiple accounts at once:

Account	Description	2020 Actual Total	2020 Budget Total	2021 Budget Apr	2021 Budget May	2021 Budget Jun	2021 Budget Jul	2021 Budget Aug	2021 Budget Sep	2021 Budget Oct	2021 Budget Nov	2021 Budget Dec	2021 Budget Jan	2021 Budget Feb	2021 Budget Mar	2021 Budget Total
01-01-001-2510-00000	Office Supplies	7,973	11,500	1,000	3,000	1,000	500	1,000	500	1,000	500	1,000	500	500	1,000	11,500
01-01-001-2520-00000	Maint Supplies	2,634	900	75	75	75	75	75	75	75	75	75	75	75	75	900
01-01-001-2530-00000	Program Supplies	6,690	10,000	2,500			2,500			2,500					2,500	10,000
01-01-001-2540-00000	Food	4,744	6,000	500	500	500	500	500	500	500	500	500	500	500	500	6,000
01-01-001-2555-00000	Special Event Supplies															
01-01-001-2570-00000	Merchandise for Resale	346	12,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
01-01-001-2575-00000	Staff Apparel	238	500		250							250				500
01-01-001-2600-00000	Telephone	26,010	38,000	2,200	2,400	2,000	3,000	3,800	7,800	2,400	3,800	4,800	2,400	1,700	1,700	38,000
01-01-001-2600-20098	Telephone	3,169														
01-01-001-2700-00000	Postage	4,940	3,300	500	200	200	200	500	200	200	200	500	200	200	200	3,300
01-01-001-2810-00000	Electricity	1,647	4,800	400	400	400	400	400	400	400	400	400	400	400	400	4,800
01-01-001-2810-20098	Electric	260														
01-01-001-2813-00000	Office Rental	25,050	59,820	4,985	4,985	4,985	4,985	4,985	4,985	4,985	4,985	4,985	4,985	4,985	4,985	59,820
01-01-001-2813-20098	Rent	20,040														
01-01-001-2840-00000	Repairs	2,144														
01-01-001-2845-00000	HVAC Repairs		1,000			500									500	1,000

Users can move between accounts and budget periods using their keyboard arrows, tab key, or clicking with their mouse. Budgets can be entered for multiple accounts without having to save after each account change.

Controls prevent inadvertent data loss:

Save Budget Changes

Do you wish to save changes?

Yes | No | Cancel

WARNING! You are about to navigate away from the actuals budgets accounts page and may lose all of your work. Press OK to navigate away or cancel to stay on this page.
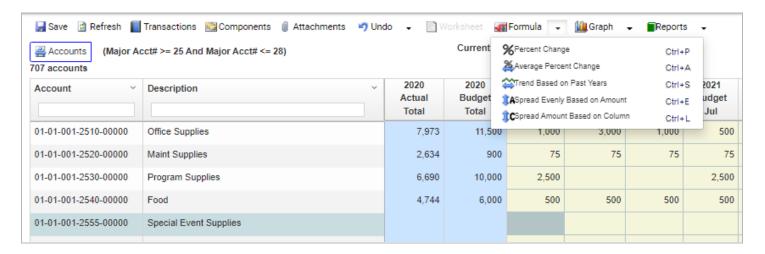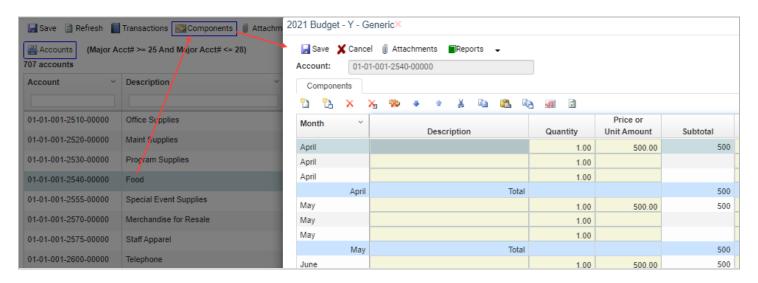
OK | Cancel

Traditional Budget Tools

The new display maintains the same functionality from the Actuals/Budget Entry screen. Formulas may be used to project budget trends and spread totals:
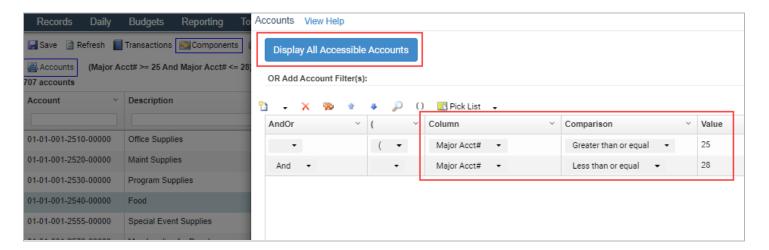

Components may be accessed via double-click drill-down or through the Components icon:
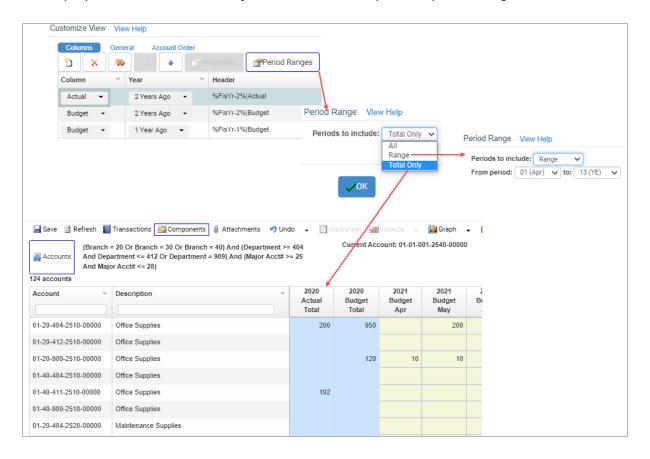
Grid Display Account Filters

Users can specify if the system should display all accounts within their account restrictions, subject to a max data cap, or filter to their specified account limitations.
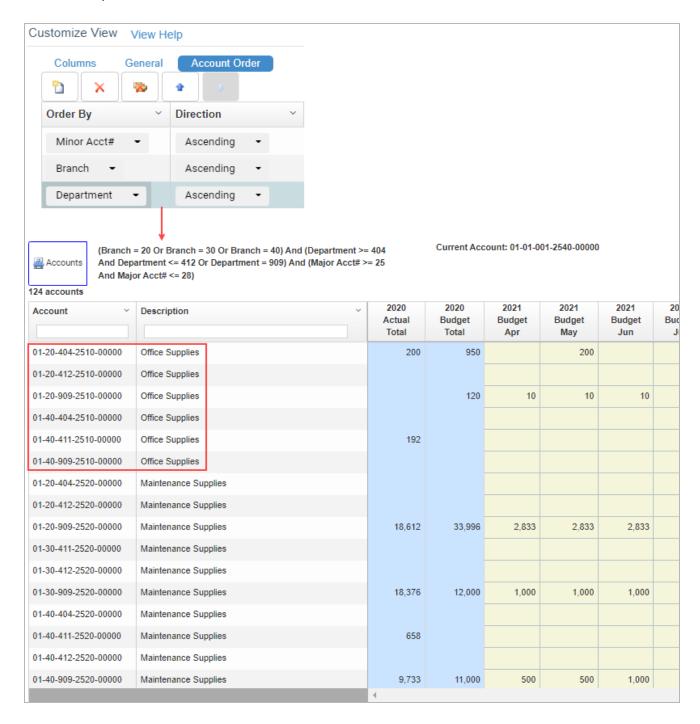
View Customization

Similar to the Actuals/Budget entry screen, users can specify data types (actuals, budget, forecast, etc.) and years to display in the grid. By default, all months and a total will be displayed for each data type, but the periods displayed can be modified to just a total or to a specified period range.

Account Ordering

The order in which accounts are displayed in the grid can be controlled. Ordering by minor account, by branch, and by department, for example, enables a review of the same account type across multiple locations and departments:

Drill-down From Financial Statements

The multi-account budget entry screen can be accessed by a simple right-click in any Financial Statement report. Parameters are passed down from the report resulting in the display of all accounts for the selected line item.